

**WATERVILLE CITY COUNCIL
REGULAR MEETING
September 6, 2022, 5:00 p.m.**

There was a meeting of the Waterville City Council held in the Council Chambers at 5:00 p.m. on September 6, 2022.

Present: Mayor Alan Schmidtke, Council members Jennifer Grobe, Tim Smith, Roy McIntyre, Dave Wollin

Absent: None

Also Present: Administrator/Clerk Hill, and City Attorney Jason Moran and City Engineer Jason Femrite

Call to Order/Roll Call/Pledge of Allegiance

Mayor Schmidtke Called the meeting to order at 5:00 p.m. noting that all Council members were present. Also present: Teresa Hill, City Administrator and Jason Moran and Jason Femrite. Pledge of Allegiance was recited.

Approval of Agenda/Additional Items to Agenda.

A request was submitted to add item 6E Trunk-or-Treat. **Motion by Smith, Seconded by McIntyre to approve the agenda as modified. Motion Carried 5-0.**

Consent Agenda

A. Approval of Minutes- August 11, 2022 and August 23, 2022. B. Approval of Disbursements: 1. Electronic Fund Transfers (35227E-35240E) \$27,627.95. 2. Payroll Check Numbers (2022311-2022366) \$41,652.42. 3. Computer Generated Checks and Overtime (37003-37087) \$109,607.91. 4. Total Disbursements \$178,888.28. C. Gambling Request- Southern Lakes Angling & Spearing. D. Request To Use Swimming Beach for Fishing Derby. **Motion by McIntyre, Seconded by Smith to approve the consent agenda. Motion Carried 5-0.**

Unfinished Businesses

A. Budget Work Session Date. Motion by Smith, Seconded by McIntyre to set our budget work session date and time for September 13th at 4 p.m. Motion carried 5-0.

B. Job Description Approval. The job description presented allows for cross training on all office staff positions. Specific duties will be assigned to help mitigate the audit finding for segregation of duties. Councilmember Smith inquired if we settled on wages for this yet? Administrator Hill informed him that we have not, we are just starting that process now. We will start the advertising. Interviews and recommendations will be done by the HR Committee then back to the Council for approval. Council member Grobe questioned the minimum qualifications section for a 2-year degree in accounting. Administrator Hill advised that it includes related experience. This allows for someone who has worked as a bookkeeper and worked their way up to be eligible. **Motion by McIntyre, Seconded by Wollin to approve the job description. Motion Carried 5-0.**

Citizen Time

No residents present wished to address the Council.

New Business

A. Adoption of Revised Records Retention Schedule. The March 2021 records retention schedule was presented for review. **Motion by Smith, Seconded by Grobe to approve the March 2021 revision of the state's data retention schedule and all further revisions. Motion Carried 5-0.**

B. Blighted Properties. Mayor Schmidtke informed the Council that we are starting to get lot of blighted properties in the city that we need to start getting taken care of. Administrator Hill requested that we look at modifying the duties of the current inspector and hire a person to deal with the nuisance/blighted properties. This would allow for enforcement on an inspection process rather than a complaint process. Councilmember Smith questioned if it would be a year around position. Administrator Hill said it would be year around with a possible gap during snow season. Council member Smith said they could handle the snow complaints also. Councilmember Grobe questioned what we consider blighted properties. Administrator Hill informed her that it would be everything from long grass, weeds, snow, ice, dilapidated structures, parking on grass. **Motion by McIntyre, Seconded by Smith to hire of a part-time inspector to help with nuisance and blighted properties. Motion Carried 5-0.**

C. Approval to Conduct Soil Borings. A request was made to conduct soil borings on 835 Reed Street south to determine it would be a viable site for the construction of a fire hall. City Engineer Jason Femrite provided background on the project. He had staff look into the contours of the property, locations and recommended number of samples similar to the previous site. We would be looking at about 11 with this one and we had about 14 in the last location. Based on inflation it would probably be a similar cost. Mr. Femrite advised that he could solicit prices from 3 or more geotechnical firms for prices. Councilmember Smith questioned if we are moving forward or is this money we could save this year. If we are not moving forward with the fire hall right now or in the next year. Mayor Schmidtke commented that you need to check what the soils are. Councilmember Smith commented that he understood but that money might be better spent in this budget in a better spot than for soil boring for a year down the line. Mayor Schmidtke commented that we could get quotes on it. Council member McIntyre questioned where the location was. Mayor Schmidtke advised by Lakes Gas. Councilmember Grobe questioned if it is pretty much the same level as the other lot. Mr. Femrite said as far as the grades go, it is conducive to it. He is not sure what type of fill material was used but that is why you do borings. **Motion by McIntyre, Seconded by Smith to have Jason Femrite solicit quotes for soil borings. Motion Carried 5-0.** Councilmember inquired who brought forward this new location? Administrator Hill informed Council that this was one of the locations previously looked at by the Committee. When we acquired the property, it started the ball in motion for looking at that as another possible site.

D. Budget Recommendation Review. Administrator Hill presented information for review by the council on possible budget reductions. No action was taken. This matter will be discussed at the budget work session.

E. Trunk-or-Treat Request. A request was made to change the time of the Trunk-or-Treat event from 3 p.m.-5 p.m. previously approved to 4 p.m.-6 p.m. and a change from Main Street from 2nd to 3rd to Main Street from 3rd Street to 1st Street. Motion by Smith, Seconded by Grobe to approve the time change from 3-6 to 4-6 and allow them to close main from 1st street to 3rd Street if they want to. Motion carried 5-0.

Reports

No further reports were provided.

Council Discussion

Councilmember McIntyre inquired how long we are going to have the generator sitting in front of the fire station? Councilmember Wollin commented that he thought there was a plan to have someone come and pick it up. Councilmember Smith suggested that we contact them to pick it up by a certain date or we will auction it off. Councilmember Wollin commented that at a meeting we said someone was going to be picking it up. Administrator Hill advised that arrangements were made to have it picked up and evidently the company has not picked it up. Mayor Schmidtke will contact Chief Meskan.

It was requested that Chief Meskan be contacted to find out a date. Councilmember Smith suggest that we give a date and if not picked up we will sell it.

Adjourn

Motion by McIntyre, Seconded by Smith to adjourn. Motion Carried 5-0. Meeting adjourned at 5:20 p.m.

Alan Schmidtke, Mayor

Teresa Hill, Administrator-Clerk